

Scoring Criteria 1: Qualifications/Expertise of Firms on Team

Min pts 0 : Max pts 20

- A. Include the following items:
- List the type(s) of expertise members of your team can provide;
 - How long has each member of your team provided these type(s) of expertise;
 - Provide the number of employees within the state of Washington (including the Greater Portland Metropolitan Area); and
 - Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team.
- B. Include the following items:
Has the prime consultant worked with proposed sub-consultant(s) on similar projects in the last three (3) years? If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one (1) project for each sub-consultant firm.
- C. Include the following items:
Provide a description of the availability of the key staff and resources.
- D. Include the following items:
Provide three (3) examples your project team has completed. The examples must demonstrate the required expertise needed for this project.

Scoring Criteria 2: Qualifications of Proposed Project Manager

Min pts 0 : Max pts 20

- A. Include the following items:
Provide examples that demonstrate your project manager's prior experience on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks.
- B. Include the following items:
Provide up to three (3) examples of the proposed Project Manager's ability to manage all of the following within a project:
- Project schedule;
 - Scope of work/scope creep;
 - Budget issues; and
 - Changes that arise throughout the life of the project.

Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)

Min pts 0 : Max pts 20

A. Include the following items:

- List each key team member's role/responsibilities on your proposed team; and
- For each proposed key team member, provide up to three (3) examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s.)

Scoring Criteria 4: Firm's Project Management System (Prime Consultant Only)

Min pts 0 : Max pts 20

A. Include the following items:

- Describe your firm's Quality Assurance/Quality Control processes;
- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- Describe your firm's process for interacting with your internal project team; and
- Describe your firm's ability to provide interaction with your client and/or stakeholders.

Scoring Criteria 5: Project Delivery Approach

Min pts 0 : Max pts 20

A. Include the following items:

- How does your firm develop a work plan for this project;
- Who is involved with the decision making process for the development of the work plan;
- Describe each of the elements of the proposed work plan for this project; and
- Describe how your work plan addresses contingencies that may arise during the project.

B. Include the following items:

Describe your approaches to resolve issue(s) within the project team; client(s) and stakeholders.

C. Include the following items:

Provide assumptions for work breakdown structure, e.g. WSDOT vs. consultant deliverables.

D. Include the following items:

Identify any key issues and critical milestones for the project.

Scoring Criteria 6: References/Past Performances (Prime Consultant Only)

Min pts 0 : Max pts 20

A. Include the following items:

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

Performance Evaluations on WSDOT projects:

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

Performance Evaluations for Non-WSDOT projects:

If your firm does not have performance evaluations on file with WSDOT, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax from the client, no later than the submittal due date. A copy must also be submitted by your, firm enclosed in Packet B. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.

Scoring Criteria 7: Cost Factors (Prime Consultant Only)

Min pts 0 : Max pts 20

Include the following items (If your firm has an established overhead rate use item "A": otherwise use item "B"):

A. Overhead Rate and Direct Labor Costs:

- Overhead rates: State your firm's overhead rate. Include supporting audited/unaudited overhead schedule for the most current fiscal year. Also, include the beginning and ending dates of your firm's fiscal year.
- Direct (raw) labor costs: Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager, and the associated direct (raw) labor costs for each labor classification.

- B. Statement of Billing Rates: If your firm does not have an overhead rate, include the following:
- Descriptive statement that the rates listed are the lowest/best rates given to any client;
 - The beginning and ending dates that the quoted hourly rates are valid;
 - Listing of all proposed key personnel with corresponding labor classifications, clearly identifying the proposed project manager; and
 - The hourly billing rates for each labor classification.